

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **DISTRICT OFFICE CHIEF - APPRAISALS, ESTIMATING AND UTILITIES SERVICES**

SALARY: **\$6334 - \$6984**

LOCATION: **DISTRICT 4 - OAKLAND**

FINAL FILING DATE: **JUNE 14, 2006**

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director, Right of Way, a CEA II, the incumbent serves as the Office Chief for the Office of Appraisals, Estimating and Utilities Services which includes the following functional areas: appraisals, route estimating, cost estimating, relocation assistance valuations and utilities coordination and relocation. Incumbent is responsible for the planning, coordination, direction, guidance and supervision of the activities of these functions and the staff assigned thereto. Incumbent serves as the Principal Assistant to the Deputy District Director, Right of Way in all matters relating to these functions and assures that all activities are conducted efficiently and effectively, are properly scheduled to meet the District's delivery goals and are conducted in accordance with applicable state and federal laws and regulations, the rules and regulations of the California Transportation Commission and the policies and procedures of the Department. Incumbent is expected to demonstrate a high degree of independence of action. Responsibilities include, but are not limited to:

- Responsible for direction and supervision of staff engaged in all appraisals, route estimating, cost estimating and relocation assistance valuation related activities required for delivery of the District's various programs.

- Responsible for direction and supervision of staff engaged in all utilities coordination and relocation related activities required for delivery of the District's various programs.
- Responsible for direction, guidance and supervision of staff engaged in, and is personally directly involved in, task force and functional council activities, special study groups, consultant selection panels and various district committees and special assignments all relating to Right of Way programs and activities.
- Responsible for performance of the duties of the Deputy District Director, Right of Way in their absence.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of the Department's organizational structure, policies, financial constraints and procedures.
- Demonstrated knowledge of organizational relationships within and outside of the Department.
- Demonstrated knowledge of the principles, policies, standards, procedures and practices.
- Demonstrated ability in effective administrative management of acquisition and local public agency services activities.
- Demonstrated ability to exercise good judgement.

- Demonstrated ability to effectively communicate and coordinate, both orally and in writing, with all levels of management and staff within the Department.
- Demonstrated ability to take action independently and responsibility.
- Demonstrated ability to be flexible and open-minded in dealing with project delivery issues and situations.
- Demonstrated willingness to examine existing procedures and practices and seek more efficient ways of conducting business.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualification must be received or postmarked by the final file date of **June 14, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: R. A. Macpherson
P. O. Box 23440
Oakland, CA 94623-0440**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst, at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.